

RULE VIII.

EXAMINATIONS

- Section 1. The Board shall authorize the holding of examinations for non-exempt positions in the Fire and Police Departments and Department of Emergency Communications and shall list the qualifications for the position in an examination announcement bulletin approved by the Board, except when the Board deems other procedures to be appropriate. Non-sworn positions may be filled from City Service Commission eligible lists, by promotion from within the department, by competitive examination, or other method of selection as determined by the Board. (Rev. 6/15/23)
- Section 2. The selection process shall be open to all persons who meet the qualifications for the position as specified in the examination announcement bulletin and who have filed the necessary application by such time as determined by the Board. (Rev. 2/6/03)
- Section 3. Examinations shall be based upon information from job analysis or other information documenting actual job tasks and/or the knowledge, skills, abilities, or other characteristics required to perform job tasks; shall be developed in such a manner as to establish the relationship between the knowledge, skills, abilities, or other characteristics required for successful performance on the test, and those required for successful job performance; and shall be in compliance with applicable professional testing standards to ensure the fairness, reliability and validity of the examination process. (Rev. 7/26/01)
- Section 4. Examinations may consist of one or more tests which the Board may deem necessary and sets forth in the examination announcement bulletin. All tests shall fairly and reliably evaluate the applicant for fitness to hold the position. (Rev. 7/26/01)
- Section 5. Prior to an examination for a position or its qualifying process, the Chief or Director of the department shall, if requested, allow and assist the Board or its designee to perform a job analysis of the position or standards for the examination process into the corresponding position. The job analysis may include, but is not limited to, the following: meetings and interviews with incumbents and their supervisors, job observations, ride-alongs, and the administration of questionnaires. (Rev. 6/15/23)
- Section 6. Applicants who obtain a final passing score on any entry-level examination, and who meet one or more of the following criteria, shall be entitled to additional points, not to exceed an aggregate of twenty (20) points total. (Rev. 10/24/24)

- (a) Qualified veterans shall receive military preference points added to the final passing score as outlined below; a DD-214 is required as proof of service. Persons not yet released from active duty may present individual orders or a letter from their commanding officer attesting to honorable service and the dates thereof in lieu of the DD-214. (Rev. 4/6/17)
1. For a veteran, ten (10) points shall be added to the final passing score.
 2. For a disabled veteran, fifteen (15) points shall be added to the final passing score.
 3. For a disabled veteran whose disability is at least 30%, twenty (20) points shall be added to the final passing score.
 4. For the spouse of a disabled veteran whose disability is at least 70%, ten (10) points shall be added to the spouse's final passing score.
 5. For the spouse of a veteran who was killed in action, ten (10) points shall be added to the spouse's final passing score.
 6. For the spouse of a veteran who died of a service-connected disability, ten (10) points shall be added to the spouse's final passing score.
- (b) Graduates of an accredited two-year fire technology program shall be awarded three (3) additional points applicable to the Firefighter examination only. (Rev. 2/6/03)
- (c) Graduates of an accredited four-year program in fire science shall be awarded five (5) additional points applicable to the Firefighter examination only. (Rev. 7/26/01)
- (d) Graduates of an accredited two-year criminal justice, law enforcement or police science program shall be awarded three (3) additional points applicable to the Police Officer examination only. (Rev. 7/26/01)
- (e) Graduates of an accredited four-year criminal justice, law enforcement or police science program shall be awarded five (5) additional points applicable to the Police Officer examination only. (Rev. 7/26/01)
- (f) Graduates of APCO Registered Public-Safety Leader, Public Safety Executive, NENA Emergency Number Equivalent, and EMD certification programs or other advanced public safety certifications or degrees shall be

awarded five (5) points applicable to the Department of Emergency Communications examination only. (Added 6/15/23)

- (g) Bona fide residents of the City of Milwaukee at time of application shall be awarded five (5) additional points applicable to Transfer Officer and entry-level examinations for Firefighter, Police Officer, Police Aide, Fire Cadet and such other entry-level positions as the Board may so designate in the applicable examination announcement bulletin. (Rev. 10/24/24)

Section 7. (a) Sworn members who obtain a final passing score on any promotional examination shall be entitled to preference points for volunteer service hours performed during the two years immediately preceding the exam application deadline, as follows:

1. At least 120 hours of volunteer service, three (3) points shall be added to the final passing score.
2. At least 180 hours of volunteer service, six (6) points shall be added to the final passing score.
3. At least 240 hours of volunteer service, nine (9) points shall be added to the final passing score.

(b) Volunteer service must be with or sponsored by a 501(c)(3) registered nonprofit in good standing or a public school. The organization must support and/or serve the Milwaukee community and/or its residents; however, the following organizations and activities are excluded:

1. Political activities.
2. Service for religious purposes where the only recipients of the service are the constituents of the church (e.g., painting and maintenance of church buildings, evangelism, serving on the church board, etc.). These restrictions do not include an event that has a connection to a religious organization but the purpose is to meet human, educational, environmental, or public safety community needs (e.g., food pantry, soup kitchen, clothing drive, etc.).
3. An organization that discriminates based on creed, race, color, national origin, religion, age, disability, sex, gender identity, sexual orientation, marital status, pregnancy, or any other legally protected classifications.

Applicants who wish to apply for additional points as outlined in Sections 6 and 7 above shall be solely responsible for obtaining and providing sufficient documentation on a timely basis to the Board. Any decision as to the sufficiency or timeliness of such documentation shall be within the sole discretion of the Board. (Rev. 7/26/01)

- Section 87.
- (a) Unless otherwise determined by the Board, prior to appointment, each candidate for an entry-level or Transfer Officer position shall undergo a thorough medical examination to determine whether or not the candidate meets the standards of health and physical fitness necessary to successfully perform the essential functions of the position. (Rev. 10/24/24)
 - (b) Prior to appointment, each candidate for the following positions shall undergo a thorough psychological examination to determine whether or not the candidate meets the standards of psychological fitness necessary to successfully perform the essential functions of the position: (Added 6/15/23)
 - 911 Telecommunicator
 - Community Service Officer
 - Emergency Communications Officer
 - Fire Cadet
 - Firefighter
 - Police Aide
 - Police Officer
 - Any other position determined by the Board
 - (c) In the medical examination, the candidate shall be reported to be either medically qualified or medically unqualified. (Rev. 7/26/01)
 - (d) The medical examiners shall immediately report the results of the examination to the Board. There shall be no appeal from the decision of the medical examiners, and any candidate rejected shall not be re-examined for the same selection process, unless the Board so decides. (Rev. 7/26/01)
 - (e) In the psychological examination, the candidate shall be reported to be either psychologically qualified or psychologically unqualified. (Rev. 1/6/22)
 - (f) The psychological examiners shall immediately report the results of the psychological examination to the Board. If a candidate is determined to be psychologically unqualified, the candidate will be provided an opportunity to appeal the determination to a three-member panel consisting of (1) the Executive Director or Deputy Director, (2) a member of the Board, and (3) a member of the Board or a City of Milwaukee employee with human resources experience who did not participate in the testing, hiring, or recruiting of the candidate. The appeal process shall include a second

psychological examination by a psychological examiner who did not conduct the initial examination. The psychological examiner conducting the second examination shall immediately report the results of the examination to the three-member panel for consideration in deciding the appeal. If the second examiner determines that the candidate is psychologically unqualified, the three-member panel shall uphold the results of the original examination. If the second examiner determines that the candidate is psychologically qualified, the panel shall then determine whether the results of the original psychological evaluation should be reversed or upheld. Any candidate unsuccessful in their appeal shall not be re-examined for the same selection process, unless the Board so decides. (Rev. 6/15/23)

Section 98. All candidates for entry-level or Transfer Officer positions must pass a background investigation as to their suitability for a position. The background investigation results for the following positions will be furnished to the Board:

911 Telecommunicator
Community Service Officer
Emergency Communications Officers
Fire Cadet
Firefighter
Police Aide
Police
Officer
Any other position determined by the Board

Candidates for these positions who fail the background investigation will be provided an opportunity to appeal the determination to a three-member panel consisting of either three Board members or two Board members and a City of Milwaukee employee with human resources experience who did not participate in the testing, hiring, or recruiting of the candidate. (Rev. 10/24/24)